

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 12-14

Opening Date: 05/09/2012

Closing Date: 05/16/2012

Position Title/Series/Grade:

**Technical Information Specialist
(Law Library)
GS-1412-09**

Salary Range:

GS-9 – \$51,630 - \$67,114

Location:

**United States Tax Court
Office of the Clerk,
Court Services,
Library Section**

Area of Consideration:

**U.S. Citizens May Apply
This is an Excepted Service, at-will position**

Duties: The position is located in the library of the United States Tax Court, and the incumbent reports directly to the Supervisory Librarian. The incumbent supports the Library and Judicial and Court staff by providing a variety of technical services. The work requires a specialized knowledge and understanding of library techniques and terminology as well as in-depth knowledge of electronic resource management, serials control procedures, an Integrated Library System (ILS), and an understanding of the legal process and terminology.

Screen Out Factors:

Applicants must have a valid driver's license; **and**

Applicants must have at least one year experience working in a law library performing research using Lexis and Westlaw.

Special Rating Factors (Knowledge, Skills, and Abilities Required to perform the position):

Knowledge of search strategies and protocols of major sources of bibliographic and legal information.

Knowledge of and skill in implementing a library digitization initiative, including knowledge of information retrieval data systems.

Knowledge of legislative process, tracking federal legislation, and preparing legislative histories.

Knowledge of legal codes, court procedures, precedents, legal practices, government regulations, and executive orders.

Skill using an ILS and performing serials controls and electronic resource management.

Basis of Rating: This position contains screen out factors (SOF) that are part of the minimum requirement of the position. If you do not meet the SOF, you are ineligible for further consideration. If you meet the SOF, your rating will be based on an evaluation of your experience as it relates to the qualification requirements.

How Your Application Will Be Rated: Applicants will be rated using a Category Rating system. If you meet the eligibility and qualification requirements for this position, you will be rated on your possession of the competencies listed above. Based on the extent and quality of your experience, education, and training in relation to these competencies, you will be placed into one of the following categories:

Best Qualified - Meets the basic qualification requirements and has successful experience in the same or similar job and has demonstrated superior proficiency in the special rating factors for this position.

Qualified - Meets the basic qualification requirements.

Documents Required to Apply: In order to be considered for the position, applicants **MUST** submit a cover letter stating the position to which they are applying and providing any supplemental information that may be necessary to address the screen out factor and special rating factors listed in this vacancy announcement. In addition, applicants **MUST** submit a resume or USTC-001 (available at www.ustaxcourt.gov) that provides sufficient information to substantiate that the screen out factor is met and assess the applicant's ability to perform the special rating factors listed. If an applicant fails to provide the information as required, his/her application will not be evaluated beyond the basic screening process. The examining Office of Human Resources (OHR) makes the final determination concerning applicant ratings.

Additional Information:

Employees may be required to complete a 52-week probationary period.

A Juris Doctorate is not required to hold this position.

Any male applicant born after December 31, 1959, and subsequently selected for this position must certify prior to appointment that he is registered for the military selective service. Not having registered with the selective service may disqualify an applicant from employment consideration.

Relocation expenses are not authorized for any selected applicant, and any travel expenses incurred for an interview will not be reimbursed by the Tax Court.

U.S. citizenship is required.

The U.S. Tax Court will provide reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

Application of Preference Eligibles: Preference eligibles will be placed above non-preference eligibles within each rating category. Preference eligibles who meet the eligibility and qualification requirements and who have a compensable service-connected disability of at least 10 percent are listed in the highest quality category, except when the position being filled is scientific or professional at the GS-9 level or higher.

Special Appointment Authority Information: In accordance with the Veterans Employment Opportunities Act (VEOA) of 1998, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may also apply. **You must provide documentation of veterans' preference or military service (e.g., SF-15, DD-214), if applicable.**

Public Law 107-288, the Jobs for Veterans Act ("Act"), enacted November 7, 2002, revised the eligibility requirements for a Veterans Readjustment Appointment (which the Act redesignated as a Veterans Recruitment Appointment - "VRA".) The VRA is a special authority by which agencies can, if they wish, appoint eligible veterans without competition to positions at any grade level through General Schedule (GS) 11 or equivalent. VRA appointees are hired under excepted appointments to positions that are otherwise in the competitive service.

Persons with disabilities, disabled veterans, VRA eligibles and others eligible for a noncompetitive appointment under a special appointing authority (e.g., Peace Corps/VISTA volunteers) must clearly indicate eligibility on their application and be prepared to show proof upon request.

How to Apply: Applicants must submit all application materials explained in this vacancy announcement to:

**The United States Tax Court
Office of Human Resources, Room 106
400 Second Street, NW
Washington, DC 20217**

Complete application materials must be received in the Office of Human Resources by the closing date of this vacancy announcement. To ensure that your application materials are received by the closing date of this vacancy posting, you may fax all your application materials to (202)521-4568 or email all application materials to humanresources@ustaxcourt.gov. For additional information, call the Office of Human Resources at (202)521-4700.

FAILURE TO SUBMIT ALL REQUIRED MATERIALS MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.

The United States Tax Court is an equal opportunity employer.